



State of Montana Job Vacancy

Department of Transportation

2701 Prospect Ave
P.O. Box 201001
Helena, MT 59620-1001



October 8, 2008

Internal/External Statewide

An Equal Opportunity Employer

Job Title: Purchasing Services Supervisor
Position No.: 54124003
Division: Administration
Location: Helena
Job Code: 111916
Type of Position: FT / Permanent
Work Comp Code: 8811
Bargaining Unit / Code: Management / 0000-9
Band: Band 6
Annual Salary Range: \$53,010 - \$66,263
Supplement Required: Yes ☐ No ☒
Closing Date: October 22, 2008

Administration Division / Purchasing Services Bureau Overview

The Administration Division provides support services essential to the operation of the Department of Transportation including: management, accounting, cash collection, payroll, purchasing, budgeting, fiscal management, construction project management and office support.

The Purchasing Services Section (PSS) is responsible for all Montana Department of Transportation (MDT) commodity purchases, contracted services, and building construction procurement activities. The PSS ensures compliance with all applicable state and federal bid letting, evaluation, procurement, and contracting rules, regulations, and procedures. The Section is also responsible for providing procurement training for MDT staff, providing technical expertise and assistance with the procurement of specialized goods and services.

Description of Duties

This position is the Section Supervisor of the Purchasing Services Section (PSS), which is located within the Accounting Controls Bureau (ACB). The position is responsible for administering the Purchasing Services Section's policies, services, and equipment; developing and implementing bidding, selection, and purchasing policies, systems and procedures; providing technical assistance and expertise with procurement processes; and managing the, MDT Surplus Property Program.

The position reports to the Accounting Controls Bureau Chief and is responsible for management and supervision of 3.0 FTE professional level staff.

Job Requirements

KNOWLEDGE: Knowledge of the concepts and theories of business administration and government procurement and contracting; procurement processes and practices; state and federal purchasing, procurement, and contractual regulations, policies and procedures; development and monitoring; business law, cost/benefit analysis; state and federal procurement laws and regulations; Civil Rights and vendor

preference requirements; public meeting laws and administrative procedures; right to know vs. right to privacy considerations; competitive procurement, contract formation, program planning, specification preparation, project management, legal and contractual remedies.

Knowledge of inventory management; cost and inventory projection; quality control; and computerized inventory programs. This work also requires knowledge of state inventory management and control and surplus programs and requirements.

Knowledge of MDT and State Human Resources personnel procedures and policies, organizational theory, employment law, program requirements, public administration, collective bargaining agreements, labor relations, and personnel management practices and techniques; as well as computer systems and related software.

SKILLS: Skill in the management of resources through various automated systems; leadership, negotiation; problem resolution; mediation; work planning, delegation, data collection and analysis; verbal and written communication; development and organization of procedures; program planning; operation of a personal computer, spreadsheets, word processing software, division and state computer applications, the Internet, an automobile, multi-line telephone, and audio/visual aides used in presentations.

ABILITY: Ability to meet deadlines; lead procurement processes; analyze a variety of commodities and equipment; research and interpret data; develop, plan, and write reports on a variety of topics; interpret and solve problems on a daily basis; extend existing and accepted purchasing laws and practices through the development of legislation and administrative rules; prioritize projects; develop and maintain effective working relationships with a variety of individuals and agencies; negotiate with, and persuade a variety of individuals; communicate effectively; and motivate a variety of personnel.

Education and Experience

Bachelors degree in business administration, purchasing/procurement, contract management AND 4 years progressively responsible related experience including supervisory experience. Public sector experience preferred but not required.

This agency will accept alternative methods of obtaining necessary qualifications.

Associate's degree in business, purchasing or related field AND six years of related public sector purchasing experience to include supervisory and management OR Eight years of related public sector purchasing experience to include supervisory and management.

Compensation / Benefits

Annual pay raises as granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays and up to 15 days military leave with full pay.

Application Process:

The application materials required for this position are indicated with check marks.

- ☒ Completed MDT Application (form Online APP-0506 Rev) or the Montana State Application (PD 25).
- ☐ Answers to the attached supplemental questions (include your name and the position number if not

applying online).

- ☐ Professional/Employment References listed with contact information.
- ☐ Resumé
- ☒ College or University transcripts. (Copies of transcripts accepted.)
- ☐ Copies of license(s) or certifications upon a conditional offer of employment by MDT.
- ☐ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.
- ☐ Other:

VEBA: ☐ Yes ☐ No ([what is VEBA](#))

- ☐ For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).
- ☐ Consideration may be given to filling the position with a training assignment.
- ☒ Reference checks will be conducted and considered as part of the selection process.

Supplemental Questions:

Application Materials and Deadline: Complete application materials must be postmarked or sent electronically by the closing date (as indicated below) to a Montana Job Service Office or:

Human Resources
2701 Prospect Ave
P.O. Box 201001
Helena, MT 59620-1001

Closing Date: ☒ by 5:00 pm **or** ☐ Open until filled

If applying electronically, go to: <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online or received in the Human Resources office in Helena by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you may mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

Late or incomplete applications will not be considered. Failure to turn in all required documents will result in disqualification from the selection process.

Reasonable Accommodations: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

Applicants claiming Veteran's or Disabled Person's Employment Preference (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.